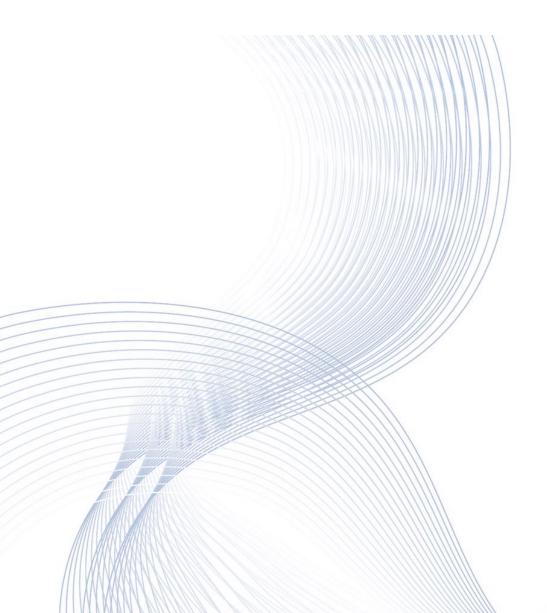


HRIS – Human Resources Information Solution RESOURCE GUIDE: MASTER FORMS





MASTER FORMS

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Absence Management

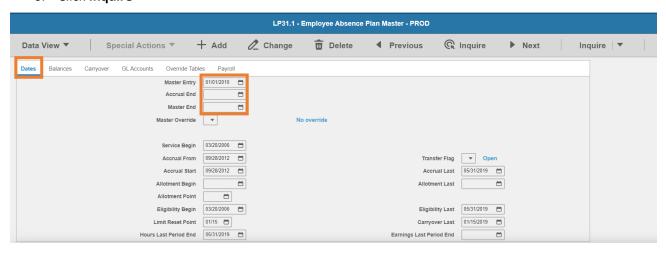
Employee Absence Plan Master LP31.1

Use **Employee Absence Plan Master (LP31.1)**, to view the dates that control absence plan processing and current balance amounts for each plan structure. This form is Inquiry only.

Dates Tab



- 1. Type LP31.1 in search field, click Go
- Company: Type or select 1
- 3. Employee: Type or select the Employee Identification Number
- 4. Absence Plan: Select an Absence Plan
- 5. Structure Group: Click Next until correct Structure Group displays or select the Structure Group
- 6. Click Inquire

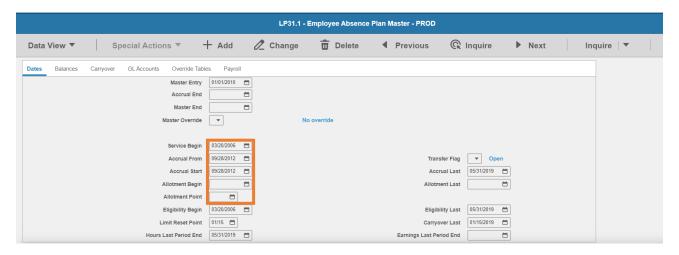


7. Click Dates

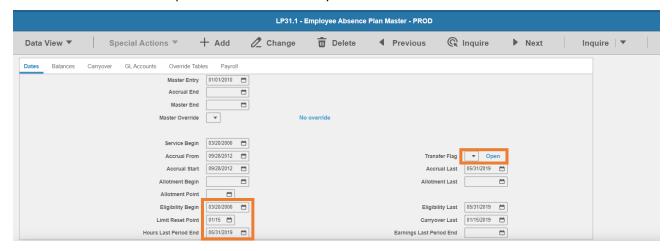
Review of Date field definitions:

- 1. Master Entry: Date processing begins for employee
- 2. Accrual End: Date processing ends for employee
 - No further processing of the plan structure will occur after this date, except for manual balance adjustments and Event transactions such as usage or payout
- 3. Master End: Date when all processing stops





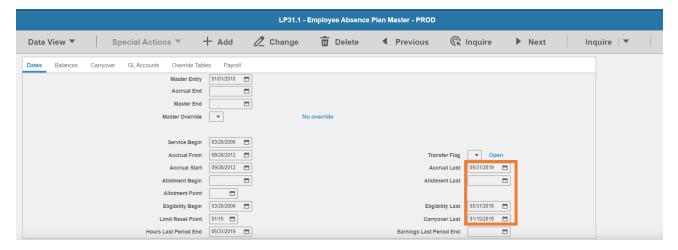
- 4. Service Begin: Date from which service is calculated
 - Calculated based on employee's Adjusted Hire Date
- 5. Accrual From: Earliest date for which accrual transactions are calculated
 - For Earned Hours, such as Holiday and Comp, this date must be a Pay Period End date
- 6. Accrual Start: Earliest date for which accrual transactions are calculated
 - For Earned Hours, such as Holiday and Comp, this date must be a Pay Period End date
- 7. Allotment Begin: Earliest date for which an allotment is calculated for the Plans
 - Family Sick
 - Personal (ASDB only)
- 8. Allotment Point: Month and Day when allotments will occur
 - ADOA will process the reset annually



- 9. Eligibility Begin: Earliest date accruals for this record can become available for usage
 - Calculated based on employee's Adjusted Hire Date
- 10. Limit Reset Point: Month and Day when accrual limits and totals for this Plan will occur
 - ADOA will process the reset annually



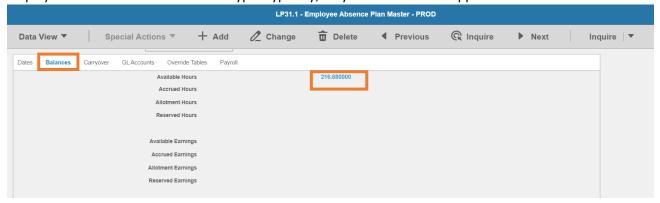
- 11. **Hours Last Period End**: Pay period end date through which **service records** have been evaluated for processing if hours calculation is based on a service class
- 12. **Transfer Flag**: Indicator for the **LP180 Mass Absence Plan Transfer** program that moves balances when an employee moves into a new Structure Group
 - Blank = Open Records will transfer with the LP180 (default value)
 - 2 = Closed



- 13. Accrual Last: Date for which an accrual was last processed
- 14. Allotment Last: Date for which an allotment was last processed
- 15. Eligibility Last: Date for which accrued balances are last moved to available balances for this record
- 16. Carryover Last: Date balance was last reset, common for Family Sick

Balances Tab

Displays the balances for each hour's type. Typically, only **Available Hours** appear.



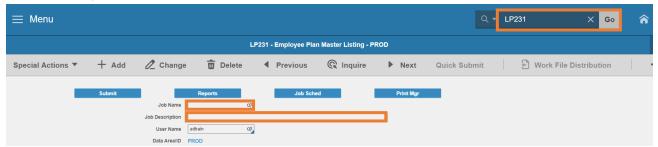
Remaining tabs on LP31.1 do not display any data.



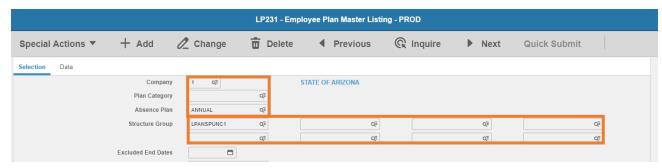
Employee Plan Master Listing LP231

Run **Employee Plan Master Listing (LP231)**, to print a list of selected employee master records and their related enrollment and/or length of service records.

Create Report Parameters

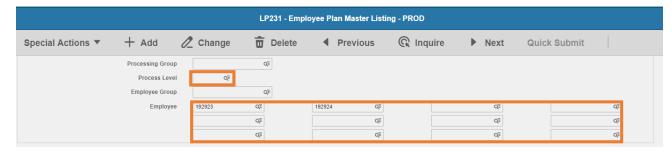


- 1. Type LP231 in search field, click Go
- 2. Job Name: Type a unique name for the report
- 3. Job Description: Type a detailed description of the report

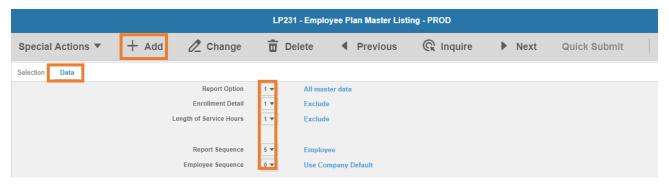


- 4. Company: Type or select 1
- 5. Plan Category: Select a Plan Category to limit report results
 - If Plan Category is selected, leave Absence Plan and Structure Group blank
- 6. **Absence Plan:** Select an **Absence Plan** to limit report results
- 7. Structure Group: Leave blank or select up to eight Structure Groups to limit report results
 - If Structure Group is selected, must also select an **Absence Plan**
- 8. **Excluded End Dates:** Select a **date** to **exclude** records that have a Master End Date on or before date specified or leave blank to include all records





- 9. Process Level: Leave blank or select a Process Level to limit report results
 - If a Process Level is selected, Processing Group, Employee Group and Employee Fields must be blank
- 10. Employee Group: Leave blank or select an Employee Group to limit report results
 - If an Employee Group is selected, Processing Group, Process Level and Employee Fields must be blank
- 11. Employee: Type or select up to twelve Employee Identification Numbers to limit report results
 - If Employee is selected, Processing Group, Process Level and Employee Group Fields must be blank

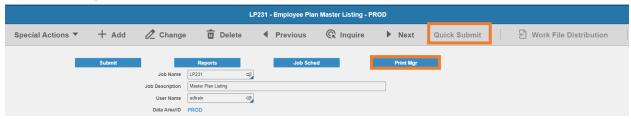


- 12. Click Data
- 13. Report Option: Select a report option 1-3 that determines how much data will display on the report
 - 1 = All Master Data (default) All Fields from employee master record
 - **2** = Balances Only
 - **3** = Negative Balances Only
- 14. Enrollment Detail: Select 1 to exclude (default) or 2 to include detail enrollment records
- 15. Length of Service Hours: Select 1 to exclude (default) or 2 to include length of service hours
- 16. Report Sequence: Select order in which the information will be sorted
 - **1** = Plan; Structure
 - 2 = Process Level
 - **3** = Process Level; Department
 - **4** = User Level
 - **5** = Employee



- 17. Employee Sequence: Select a value 0-2 to sort employee results
 - **0** = Company Default
 - **1** = Alpha
 - **2** = Numeric
- 18. Click Add to save report parameters. Status bar displays message Job Added

Submit Report



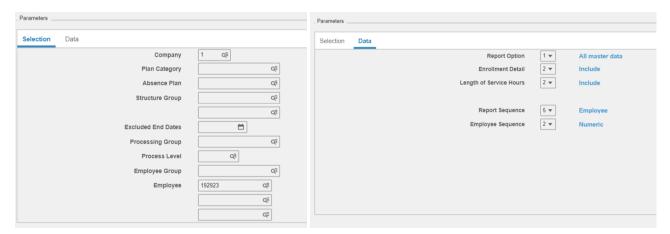
- 1. Click Quick Submit, status bar displays message Job has been submitted
- 2. Click Print Mgr to view the report results in your Print Manager

For additional instructions on how to view reports, see the Agency HRIS Intro Training for On Demand Reports.



Example of Report Results

Report Parameters used:



Report Results

